



TRANSFERABLE SKILLS

FACILITATOR GUIDE

SESSION OVERVIEW

This 45-minute session encourages students to recognize their transferable skills, to assess the needs of employers and to match their skills to employers' requirements.

LEARNING OBJECTIVES

1. Students will be able to define a skill.
2. Students will be able to identify sources of transferable skills.
3. Students will be able to identify their own transferable skills.
4. Students will be able to apply their transferable skills to the world of work.

Note: The transferable skills identified by participants in this activity can be linked to the development of resumes and portfolios.

MATERIALS

Hand Out 1 – Skills Brainstorm

Hand Out 2 – What are Your Transferable Skills?

Hand Out 3 – Transferable Skills Checklist

Workability Handbook, Alberta Employment, Immigration and Industry

OVERVIEW AND TIMELINES

Introduction – Define a Skill	5 Minutes
Skills Brainstorm	10 Minutes
Prioritize	10 Minutes
Checklist of Sources	10 Minutes
Transferable Skills Checklist	5 Minutes
Wrap Up – Workability Handbook	5 Minutes



TRANSFERABLE SKILLS

ACTIVITIES

INTRODUCTION – DEFINE A SKILL

Ask students to define a skill:

A skill is an ability, something you can do! Any level of expertise is okay.

SKILLS BRAINSTORM

Separate class into groups; distribute **Skills Brainstorm Hand Out**

Assign each group one of the following activities:

1. Sports Team Member
2. Household Cleaning Chores
3. Student Council Membership
4. Part-time Work – delivering newspapers
5. Pet Ownership
6. Hospital Volunteer – delivering flowers and water
7. Set Builder – school drama production

Have groups brainstorm the skills that they think a person involved with that activity might have.

Target 10 skills for each activity. Have groups write their generated skills in the **“list of skills generated”** column of the **Skills Brainstorm Hand Out**.

PRIORITIZE

Have students rank skills according to how they apply to the four types of work on the **Skills Brainstorm Hand Out**.

Groups may need to discuss and negotiate the ranking of the skills related to each position.

Each group will have a different set of skills, and as each group moves on to total the skills ranks, each group may reveal a different “Most Transferable” skill.



TRANSFERABLE SKILLS

CHECKLIST OF SOURCES

Distribute the **What are Your Transferable Skills? Hand Out**.

Have students identify activities in which they are involved and list the skills and accomplishments that they have cultivated through these activities.

TRANSFERABLE SKILLS CHECKLIST

Distribute the **Transferable Skills Checklist Hand Out** to students.

Ask them to circle any of the skills that apply to them.

Mention that categories of skills may be helpful when students are talking to employers, or when they are creating a resume or portfolio.

WRAP UP – WORKABILITY HANDBOOK

Distribute the Workability Handbook, Alberta Employment, Immigration and Industry publication as supplies permit.

This book offers students the opportunity to journal their skills and abilities and can be maintained as they move into and through the world of work.

Reinforce that a strong understanding of their own skills is tremendously important to market themselves into work as the economy and the labour market change.



SKILLS BRAINSTORM

Activity: _____

List of Skills Generated	Concession Worker	Construction Labourer	Dairy Farm Hand	Floral Delivery Driver	Total
Example <i>Effective communication with the public</i>	10	6	2	8	26
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Rank the skills you have generated as they apply to different kinds of work.
Use the four columns above to rank the four types of work listed.

Rank the skill from 1 (least transferable) to 10 (most transferable).

Add the ranks in the final column to determine the most adaptable skill!



WHAT ARE YOUR TRANSFERABLE SKILLS?

Identify and list the skills you have developed related to the many different activities you have been involved with. Ask your coaches, employers and teachers to identify skills they have seen you use.

Skills Developed In School Activities

In Your Classes:

Clubs and Committee Membership:

Any Certificates You Earned or Special Courses You've Taken:

Sports Activities:

Fine Arts Activities:

School Work Experience:

Skills Developed Through Work

Paid Employment:

Volunteer Work:



Skills Developed Through Personal Activities

Family and Home Responsibilities:

Babysitting:

Personal Activities or Hobbies:

Sports (outside of school):

Music or Band (outside of school):

Art:

Personality Traits or Characteristics:

Think About...

What type of work would you like to do?

What skills do employers in that field look for?

Which skills do you enjoy using the most?

Which skills would you like to develop further?

How can you develop them?



TRANSFERABLE SKILLS CHECKLIST

Numerical skills

- ☐ Counting
- ☐ Calculating
- ☐ Measuring
- ☐ Estimating
- ☐ Budgeting

Communication skills

- ☐ Reading
- ☐ Writing
- ☐ Speaking in Public
- ☐ Listening
- ☐ Promoting

Leadership skills

- ☐ Making Decisions
- ☐ Supervising
- ☐ Initiating
- ☐ Planning
- ☐ Organizing
- ☐ Coaching

Logical thinking skills

- ☐ Problem Solving
- ☐ Investigating
- ☐ Assessing
- ☐ Analyzing
- ☐ Testing

Helping skills

- ☐ Serving
- ☐ Working with people
- ☐ Caring
- ☐ Teaching

Organizational skills

- ☐ Filing
- ☐ Scheduling
- ☐ Prioritizing

Computer skills

- ☐ Word processing
- ☐ Creating spread sheets
- ☐ Creating databases
- ☐ Using email
- ☐ Surfing the Internet

Technical skills

- ☐ Operating equipment
- ☐ Maintaining equipment
- ☐ Constructing
- ☐ Measuring
- ☐ Installing

Personal skills

- ☐ Accurate
- ☐ Active
- ☐ Adaptable
- ☐ Ambitious
- ☐ Cheerful
- ☐ Committed
- ☐ Compassionate
- ☐ Confident
- ☐ Considerate
- ☐ Consistent
- ☐ Cooperative
- ☐ Courteous
- ☐ Creative
- ☐ Dedicated
- ☐ Dependable
- ☐ Decisive
- ☐ Determined
- ☐ Efficient
- ☐ Energetic
- ☐ Enthusiastic
- ☐ Fair-minded
- ☐ Flexible
- ☐ Friendly
- ☐ Hard-working
- ☐ Helpful
- ☐ Independent
- ☐ Logical
- ☐ Motivated
- ☐ Open-minded
- ☐ Outgoing
- ☐ Patient
- ☐ People-oriented
- ☐ Persistent
- ☐ Persuasive
- ☐ Precise
- ☐ Productive
- ☐ Punctual
- ☐ Responsible
- ☐ Service-oriented
- ☐ Strong
- ☐ Thorough
- ☐ Trustworthy
- ☐ Versatile